



Administrative Policies and Procedures: 9.8

Subject:	Transfer of Youth Case Files in Youth Development Centers and DCS Group Homes
Authority:	TCA 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-1E-03, 3-JTS-4C-50; DCS Practice Standards: 5-303B, 5-304B, 8-306
Application:	To All Department of Children's Services Youth Development Center, DCS Group Home and Contract Provider Employees

Policy Statement:

Case file information must be transferred simultaneously with all youth from one placement to another to provide for continuity of information and programming.

Purpose:

To outline procedures to ensure the continuity of information and programming for juvenile justice youth when they are transferred to other DCS juvenile justice placements, contract placements and other agencies and programs.

Procedures:

A. Permanent and temporary transfers for youth in YDCs	<ol style="list-style-type: none">Youth in YDC's who are <u>permanently</u> transferred to another DCS Youth Development Center the following <u>original</u> case file documents shall simultaneously be transferred to the receiving facility:<ol style="list-style-type: none">Commitment order (where applicable)Complete youth case fileComplete medical recordsComplete educational recordsYouth in a YDC placed <u>temporarily</u> in other agencies overnight or longer for potential placement or treatment will be accompanied with <u>copies</u> of the following case file documents:<ol style="list-style-type: none">Transfer summary supporting the reason or cause of the temporary transferCommitment orderForm CS-0060, Facility Face SheetIndividual Program Plan (IPP)Permanency Plan
---	--

	<ul style="list-style-type: none"> f) Medical Summary g) Any other documents or records needed by the receiving facility or agency to treat, evaluate or to provide service. <p>3. For <u>temporary</u> transfer from one Youth Development Center to another Youth Development Center, the original records, to include the health record, may be sent and returned to the <u>originating</u> YDC at the end of the temporary stay.</p> <p>4. For youth transferring from a YDC to a DCS Group Home, copies of the following health records must be sent with him/her:</p> <ul style="list-style-type: none"> a) History and physical b) Medication records c) Dental records d) EPSDT records e) Immunizations f) Consent forms, transfer forms when needed, and g) Physician orders, if indicated.
<p>B. Permanent and temporary transfers for youth in DCS group homes</p>	<ul style="list-style-type: none"> 1. Youth in DCS Group Homes who are <u>permanently</u> transferred to another DCS Group Home or to a Youth Development Center, the following original case file documents shall simultaneously be transferred to the receiving facility: <ul style="list-style-type: none"> a) Commitment order (where applicable) b) Complete youth case file c) Complete medical records d) Complete educational records 2. Youth in a DCS Group Home placed <u>temporarily</u> in other agencies overnight or longer for potential placement or treatment will be accompanied with copies of the following case file documents: <ul style="list-style-type: none"> a) Transfer summary supporting the reason or cause of the temporary transfer b) Commitment order c) Form CS-0060, Facility Face Sheet d) Individual Program Plan (IPP) e) Permanency Plan f) Medical Summary g) Any other documents or records needed by the receiving facility or agency to treat, evaluate or to provide service. 3. For a temporary transfer from one DCS Group Home to another DCS Group Home, the original health record may be sent and returned to the originating DCS Group Home at the end of the temporary stay.

C. Records transfer	<ol style="list-style-type: none"> 1. Form CS-0187, Checklist of Record Transfer, shall be completed and routed as follows: <ol style="list-style-type: none"> a) Form CS-0187, Checklist of Record Transfer, shall be initiated and filled out completely by the designated personnel at the sending facility for each youth transfer. b) The completed checklist shall be given to the transporting personnel responsible for transporting the youth and must be attached to the envelope containing the records. c) The transporting personnel will deliver the youth, records, accompanying documents and other items to the appropriate personnel responsible for receiving files/records at the receiving facility. d) The receiving personnel shall verify receipt of the documents and records by signing form CS-0187, Checklist of Record Transfer. e) After verification of the receipt of records by the receiving facility/placement, form CS-0187, Checklist of Record Transfer shall be placed in the child/youth's case file and a copy shall be forwarded to the sending facility/placement. 2. The personnel in charge of records shall request all omitted items from the sending facility/placement.
D. Transfer of records upon recommitment or revocation	<ol style="list-style-type: none"> 1. In cases of revocation/recommitment, the receiving facility/placement personnel in charge of records shall contact the child/youth's previous facility/placement to request that the child/youth's case file be forwarded to the receiving classification or treatment team. 2. The previous facility/placement shall forward the child/youth's case file to the receiving classification or treatment team within five (5) working days after the request. 3. The sending facility/placement shall keep a written record of all case files forwarded to other facilities.
E. Retention of copies of file documents after transfer	<ol style="list-style-type: none"> 1. Copies of file documents may be retained by the sending facility/placement for follow-up, auditing or statistical purposes. 2. Document copies or dummy files kept by any Department of Children's Services personnel must be purged according to departmental records management policies.

Forms:	<u>CS-0060, Facility Face Sheet</u> <u>CS-0187, Checklist for Records Transfer</u>
Collateral documents:	<i>None</i>